

Planning Board FAQ

Application materials, which may include some of the plans and other information submitted in support of the Application, as well as the Planner's Report, are posted on-line on the Planning Board's webpage the Friday prior to the Planning Board meeting. (www.concordma.gov/Pages/ConcordMA_Planning/board)

Who runs the meeting? The Planning Board Chairman (the Chair) is responsible for running the meeting.

What is the structure of the meeting? The Chair begins the meeting with a brief explanation of the expected conduct of the meeting. If the Board is opening a public hearing, the Chair starts by reading the published legal notice. The Chair then asks the Applicant and/or their representative(s) to make a presentation to the Board. The Board discusses the Application and asks questions of the Applicant and/or their representative(s).

The Chair *may* then open the discussion to the audience by asking for comments (opportunity for public comment is only required by law for public hearings). If a person in the audience wants to comment or to ask a question, they should raise their hand and wait to be recognized or called upon by the Chair. When called upon, they should stand as they are able and state their name and address for the meeting record. If it is a public hearing, they are requested to state if they are speaking in favor of or in opposition to the matter.

To whom should comments or questions be addressed? Please address comments or questions to the Board, not the Applicant. If the Board cannot answer the question, the Applicant or their representative(s) will be asked by the Chair to clarify or provide further explanation to the Board and the audience.

Audience members are asked to please be direct, courteous, and as brief as possible, so that others will have a chance to provide their comments and to be heard. The Board appreciates and encourages comments that provide new information or that clarify a concern.

The public comment period is a time for the Board and the Applicant to hear the concerns of the public, but it is not a time for two-way discourse. Rather, after all public comments are heard, the Board members may discuss and address them amongst themselves. The Board may ask for clarification of a comment if needed.

How do comments get delivered to the Board? The Board encourages all comments to be submitted in written form to the Planning Office, in advance of the meeting if possible, allowing the Board more time to review and consider the comments prior to the meeting.

Written comments for the Board are asked to be delivered to the Planning Office at 141 Keyes Road before noon on the Thursday prior to the scheduled Tuesday meeting. Eight copies are requested. The Board will receive these written comments in the information packet that is mailed to the Board prior to the meeting.

To ensure that the public record is complete, all correspondence with Board members should go through the Planning Office. Board members should not be contacted directly.

What is the role of the Planning Division staff at the meeting? The Planning Division staff may provide guidance to the Board in order to ensure compliance with the Open Meeting Law and other regulations. They may also clarify issues or answer questions raised by the Board.

Can the Application be reviewed by the public in advance of the meeting? Yes. Applications to the Planning Board and the Zoning Board of Appeals are public records. Plans and related application documents are available for review by the public in the Planning Division office at the Department of Planning and Land Management, 141 Keyes Road, during business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday.

Copies are available for a charge of \$0.20/letter size, \$0.40/tabloid size, or \$3.00/full plan page. Town staff will make the copies at the time of the request, if available, or within 10 days for more than 10 copies.